

## Employee: Complete Wrap Up Performance Reflection

The following steps guide you through the process to complete your year-end performance reflection prior to your Wrap Up Check-in meeting with your manager.

**TIP:** *Update your goal progress before beginning your Performance Reflection step.*

- STEP 1.** Sign into your **MyPath** account at **www.mass.csod.com** (Login is your employee ID)
- STEP 2.** On the homepage, look for **Your Action Items** on the left and click the **FY22 MassPerform Wrap-Up for [employee name]** link.
- STEP 3.** **FY22 MassPerform Overview** screen will open. Click the **Get Started** button on the bottom-right.
- STEP 4.** On the **Expectation & Goal Reflection** screen, review the on-screen instructions, and then click the **Select Expectations & Goals** button.
- STEP 5.** On the **Select Goals** pop-up window, click the checkbox next to the expectations for the current review period then click the **Add** button.
- STEP 6.** You will be redirected back to the **Expectation & Goal Reflection** screen. Click the **more. . .** link below each expectation to confirm that the goals you entered for this expectation are showing.
- STEP 7.** Use the **Comments** field below each goal to highlight your accomplishments and business impacts. When done entering comments, click the **Save and Continue** button.
- STEP 8.** The **Other Accomplishments** screen will open. Use the **Comments** field to enter any additional accomplishments outside of your established expectations. When done entering your additional accomplishments, click the **Save and Continue** button.
- STEP 9.** On the **Manager Rating** screen, review the **Rating Definitions** and then click the **Submit** button.
- STEP 10.** The **Submit Review** pop-up will open. Click the **Submit** button.